

Professional Managerial Branch
Professional and Managerial Group
General Administration Series

LAND AND CONTRACT ADMINISTRATOR

10/94

Summary

Under direction, administer functions and activities of City property development, leasing and management, and perform related functionally assigned administrative duties.

Typical Duties

Prepare and administer leases, contracts, agreements and related documents. Involves: meeting with real estate brokers and prospective tenants to answer inquiries and provide information; interviewing prospective tenants; preparing analysis such as financial viability and economic feasibility reports; conducting statistical surveys and providing recommendations and conclusions; participating in negotiations for leasing of City property; calculating rental rates, fees and adjustments; analyzing and recommending modifications to existing leases, as required; preparing leases in compliance with legal department guidelines to ensure that all appropriate clauses and provisions are included.

Perform property management functions; Involves: resolving tenant problems or referring them to supervisor; coordinating the maintenance of property income and expense records with accounting division; preparing correspondence against delinquent lessees and tenants; developing and maintaining computerized database of property inventory and leases; utilizing database to oversee and schedule lease renewal and rental adjustments.

As airport property officer review construction plans and specifications to assure compliance with deed restrictions, grant assurances, governmental rules, regulations and laws as well as airport policies and procedures. Involves: reviewing appraisals; periodically inspecting property conditions to enforce lease provisions; preparing requests for proposals in conjunction with Purchasing Department and preparing requests for concession bids.

As utility property officer, prepare advertisements for the sale of Public Service Board land.

Supervise assigned personnel. Involves: scheduling, assigning, instructing in, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants.

Perform administrative duties as required. Involves: preparing and delivering presentations to City Council, boards, commissions and prospective tenants; substituting, if assigned, for immediate supervisor, subordinates or co-workers during temporary absences by performing specified duties and responsibilities essential to maintain continuity of customer service.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration or related degree and four years professional or managerial experience including two years experience in contract administration and related document preparation or commercial or industrial real estate or property management experience; or equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: real estate practices and principles; contract law principles and practices; methods and techniques of: real estate finance, property management, real estate appraisal, and contract and lease negotiation; federal, state and local legislation concerning real estate contracts, leases and easements; use and care of personal computers, application programs and related peripherals. Good knowledge of accounting practices and procedures.

Ability to: administer real estate contracts and leases; perform mathematical calculations; establish and maintain effective working relationships with fellow employees, officials, and the general public; firmly, justly and impartially exercise delegated supervisory authority to lead, motivate, train and evaluate assigned personnel; express oneself clearly and concisely both orally and in writing in order to maintain records and prepare lease and reports.

Skill in the use and operation of personal computers and peripheral equipment.

Licenses And Certificates: Texas Class "C" Drivers License.

Director of Personnel

Department Head

OFFICIAL